

**PROCUREMENT OFFICE**

**Division of Finance**

**Community, Municipal Services/Education**

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May 2, 2012

**Addendum Number 2**

RFP 2012-348349/D  
Youth Care Services

To All Offerors,

Addendum number two issued to Answer questions submitted per date listed in RFP.  
See per attached.

**Invitation to Bid opening is May 15, 2012, at 3:00 P.M. EST.**

All other requirements remain unchanged.

Sincerely,  
FOR THE CITY OF HAMPTON

*Doris McRae*

Doris McRae, CPPB  
Procurement Manager

## ADDENDUM NO. 2 Questions and Answers

RFP 12-348349/D

Youth Care Services

1. Is it possible for us to see a copy of the program budget for the past three years that includes actual income and expense? **At the site in which we provide 100% services for our middle school population the direct costs are as follows:**

- **After School Care: 1 middle school program operating 3 hrs per day - \$18,862.00**
  - **Staffing: \$12,290**
  - **Operating: \$ 6,572**
- **Before School Care: 1 middle school program operation 2 hours per day (Currently before school care is only provided at schools where the school day begins after 9:00 a.m.) - \$9,068.00**
  - **Staffing: \$9,068**
- **Revenue amount is based on enrollment and attendance both am and pm:**
  - **\$71,718.00 for 2010-2011 school year**
  - **\$86,582.00 for 2009-2010 school year; please note that 3 sites provided 100% service**
  - **\$98,268.00 for 2008-2009 school year; please note that 3 sites provided 100% service**

2. Does the city offer full time, part time or daily rates? **Yes.**

- **Weekly rate is \$45 for afterschool care and \$20 for before school care. Discounted rate for additional children in the family is \$40 for afterschool care and \$17 for before school care**
- **Part time/daily rates are available via a 5-day pass. Before school care passes are \$20 per child and after school care passes are \$50 per child.**

3. What is the current fee structure for program participants? Please include pricing for before, after, part time, and daily if offered. **See response for question #2**

4. Is there a registration fee? **Yes, registration fee is \$20 per child**

5. Do the participants pay for the entire week, whether they attend or not? **No, they only purchase weekly or 5-day passes for the periods of time that their child is in attendance.**

6. How many children are currently in Before School on a daily basis? **For our middle school population there is an average of 70 children in weekly attendance for the before school care program**

7. How many children are currently in After School Care on a daily basis? **For our middle school population there is an average of 33 children in weekly attendance for the afterschool care program.**

8. If offered how many children pay daily rates or receive part time care? **See questions #6 and #7**
9. Currently is there a breakdown or average cost of how much is budgeted for each child for snack? **Yes, the snack cost is \$.70 cents per child, per day**
10. Can we get a copy of the snacks offered on a daily, weekly, monthly basis? **Menu is not available; Hampton City School's Food Service supplies the snacks for the program, there is no menu available. A typical snack includes juice or milk and one food item, for example either fruit or cheese and crackers etc.**
11. Is there a USDA sponsored program that provides these snacks? **Yes at some sites, for SY 11-12 the USDA middle school site is Andrews.**
12. When reviewing the RFP, what is the weight of each section and total scoring process? **There is no specific weight to the individual sections, each proposal will be reviewed and evaluated on the quantitative and qualitative information provided.**
13. Is the program receiving any sort of external funding besides participant fees? **No**
14. Currently what organizations are providing services to middle school students in the after school program? **See response for question #18**
15. Can we schedule time to visit current programs? **Yes, please call to schedule – 757-727-1300 option 4.**
16. What tab would the documents that are being requested under “required documents” be placed? (In particular the items that will not fall under the current tabs) . **Place them in a separate section as required documents.**
17. We have employed many staff members who have specialized degrees or skills that will play a large part in this RFP. We would not have to subcontract many outside companies and/or organizations that provide the services that we would like to provide. These people are not SWaM certified, because they do not run businesses. Should we list the demographics of staff members to show that our organization is very diverse? **There is no requirement to provide this information, but it would be beneficial to know how your staffing is set up. Service provider must be a Virginia licensed child care provider, see Code of Virginia, Title 63.2 Welfare (Social Services).**
18. Currently, what outside companies or organizations do you use in these programs and what services do they provide? **For the middle school population the following organizations provided enrichment programs: Alternatives, Center for Child and Family Services, and Hampton Health Department. Enrichment programs include Big Kick, Kids on the Block, Artist in Residence, Power Up for Boys, Power Up for Girls, MONART, PATTS, Youth Connect and Great Science for Boys and Girls.**

19. Is there an administrative fee that will be assessed by the city? No, the contract will specify the amount the service provider will receive on a per child per week or daily basis. The fee should be inclusive of all costs, to include but not limited to personnel, operating and capital expenses

20. Can we have a copy of the current parent handbook? Yes, please call 757-727-1300 option 4

21. Who gets permission to use the schools? Including the spaces that the programs would have access to? Service provider must be a Virginia licensed child care provider, see Code of Virginia, Title 63.2 Welfare (Social Services) and have permission from Hampton City Schools to use their facilities to provide before and after school care. Any modifications, construction, removal, repair or improvements to Hampton City School property or facilities required to be compliant with the Standards for Licensed Day Care Centers shall require the service provider to (1) secure Hampton City Schools approval; (2) pay for all related costs; and (3) ensure all work and services are performed by persons with the proper license or certificate as defined by 2011 Code of Virginia, Title 54.1 PROFESSIONS AND OCCUPATIONS. Chapter 11 Contractors (54.1-1100 thru 54.1-1146) 54.1-1100 Definitions.

22. How do you envision the registration/invoicing process being conducted? Service provider must input data using City's system.

23. How do you envision the sharing of space in the schools where there will also be a K-6 program? For logistical and staffing reasons space will not be shared.

24. Would we want to know what they are currently paying the staff per hour? Supervisor? Counselor? No, service provider need only provide contract cost identifying the weekly or daily per child cost and demonstrate it is a Virginia licensed child care provider, see Code of Virginia, Title 63.2 Welfare (Social Services).

25. Are there any results from a parent survey showing what the needs and thoughts are of the current participants? Yes. Survey report available upon request; please call 757-727-1300 option 4.

26. Can we get an excel spreadsheet, for the past three years, showing how many participants were in the program on a weekly basis from the beginning of the school year to current day? Not available. (Attendance sheets are kept manually at each site and contain confidential information)

27. How many sites currently conduct the program? Four schools offer services to middle school students

28. If the program isn't being conducted at a current middle school location, what is the reason for not conducting the program? Not enough demand for current year, however we start the year off offering program services at every school serving middle school students. Proposals must identify minimum enrollment numbers.

29. If the program is offered at all locations but participant numbers aren't sufficient to continue the program, will the service provider be allowed to modify or eliminate the program? See page 4 of RFP. Service provider must identify minimum enrollment and participation numbers.

30. Is the program currently a licensed program? No, per Code of Virginia, Title 63.2, Chapter 17, Article 2, Section 63.2-1715 – *A program of recreational activities offered by local governments, staffed by local employees, and attended by school-age children is exempt.*

31. Does the current program provide financial assistance? No

32. What are current program outcomes and how do you measure these? Outcomes are specific to enrichment program offerings, qualitative and quantitative measures are used. Success is measured via pre and post tests and surveys, utilization and participation and parent survey.

33. What certifications do the current staff have? Varied depending on job duties, but may include CPR, First Aid, between 15 and 18 hours of staff development each year and in service training, Virginia CDL driver's license, etc.